

**KETTLE FALLS PLANNING COMMISSION**  
**MEETING MINUTES**  
**JULY 13, 2023, 7 PM**

**CALL TO ORDER**

Planning Commission Chair Jody Emra called the meeting to order at 7:03 p.m.  
Planning Commission Member Larry Kulesza lead the group in the Pledge to Allegiance.

**ROLL CALL**

Member in attendance included Jody Emra, Nick Gourlie and Larry Kulesza

**STAFF**

Staff in attendance included Mayor Jesse Garrett, Clerk/Treasurer Raena Hallam, Kathi Merrill, Councilman Mike Weatherman, Alicia Ayars (SCJ)  
Absent – Councilman Chris Shurrum

**GUESTS**

Joe and Judi Schrader  
Terry Lee

**ANNOUNCEMENTS AND MAIL RECEIVED**

Clerk/Treasurer Raena Hallam stated the City received a letter from Kathy Barrigan about the removal of trees in Singers II. The letter was read aloud by Planning Commission Chair Jody Emra. The letter was written on June 24, 2023. The letter was presented to City Council also. She wanted the letter presented specifically with the Housing Action Plan.

Planning Commission Member Larry Kulesza stated the last 2 paragraphs relate to the Housing Action Plan.

Clerk/Treasurer Raena Hallam also stated the City has received a grant for a chip seal project and Stevens County stated they need a place to stockpile the rock any left over rock will be used in the parking area at Happy Dell Park.

Planning Commission Chair Jody Emra asked if it was the area between the tennis courts and the green area?

Mayor Jesse Garrett stated the rock would be piled at the south end of the parking area between the camping area and the tennis courts.

Planning Commission Member Larry Kulesza asked how much rock?

Mayor Jesse Garrett stated it was around 50 yards.

**MEETING MINUTES**

**REGULAR MINUTES OF JUNE 12, 2023 MINUTES**

Planning Commission Vice Chair Nick Gourlie motioned to approve the minutes with changes from May 22, 2023. Planning Commission Member Larry Kulesza seconded the motion. Planning Commission Vice Chair Nick Gourlie – YES. Planning Commission Member Larry Kulesza – YES. Motion passed.

## **NEW BUSINESS**

### **REVIEW OF THE HOUSING ACTION PLAN UPDATES**

Planning Commission Chair Jody Emra stated the group has been working on this for a while. How many changes are there? What's the most recent since last time?

Mrs. Alicia Ayars stated there were comments from Larry this morning on Strategy 5 were completed and a draft was sent out on June 16. Larry had one other comment.

Planning Commission Member Larry Kulesza stated it was Strategy 5 with the pictures. His concern was between the written documents and the pdf version.

Planning Commission Chair Jody Emra stated and it was part of Strategy 5 with the off street parking.

Planning Commission Member Larry Kulesza stated he wanted to clarify the wording.

Mrs. Alicia Ayars stated she clarified the wording with Larry.

Planning Commission Member Larry Kulesza stated he wanted to change the wording. There is some issue with the removing requirements for the off street parking.

Planning Commission Chair Jody Emra asked about the amount of pictures?

Planning Commission Member Larry Kulesza stated there was a discrepancy between the final document and the word document.

Mrs. Alicia Ayars stated the word document was created to simplify the review. It shows 6 pictures now.

Planning Commission Member Larry Kulesza stated there are 9 pictures in the word document.

Planning Commission Vice Chair Nick Gourlie stated there are only 6 in the final document.

Planning Commission Member Larry Kulesza stated he was still looking at things to finalize.

Planning Commission Chair Jody Emra stated Strategy 3 was removed and the Tiny House definition was moved to Strategy 2.

Planning Commission Vice Chair Nick Gourlie asked if the SEPA was done?

Mrs. Alicia Ayars replied "yes".

Planning Commission Vice Chair Nick Gourlie asked if the Planning Commission now needed to make the recommendation to City Council?

Planning Commission Member Larry Kulesza stated there were 3 Public Comments at the City Council meeting. Ken Hendricks looked at the Housing Action Plan and it does not show what is in the Comprehensive Plan. Councilman Wayne Wardlow asked what the growth model SCJ used?

Mrs. Alicia Ayars replied they used Shift Share. Not different from the Comprehensive Plan. The Comprehensive Plan used dated from 2017 and the Housing Action Plan used 2022 data.

Planning Commission Member Larry Kulesza stated the methodology is the same. Ken was concerned with increased density equaling greater population.

Mrs. Alicia Ayars stated in the 2020 Comprehensive Plan is shows a 17% increase in population over 20 years.

Planning Commission Member Larry Kulesza stated he as concerned about the growth questions. It's a major concern for some people.

Planning Commission Chair Jody Emra asked if the concern was with the Housing Action Plans current strategies?

Planning Commission Larry Kulesza stated that was the concern. We can address that as we go through the Title 17 update. Increased density equals more population.

Planning Commission Vice Chair Nick Gourlie stated they can deal with it in Title 17.

Planning Commission Member Larry Kulesza stated the projected growth is 17% over the next 20 years. Need to plan for mid to slow growth model.

Planning Commission Chair Jody Emra stated development will happen. Population will need housing.

Planning Commission Member Larry Kulesza stated that's 10 people per year.

Mrs. Alicia Ayars stated it's 17% per decade.

Planning Commission Member Larry Kulesza stated it's 17% over the next 20 years. That's 10 people per year. Why are we doing this if it's only 10 people per year? We don't want over growth with density.

Planning Commission Chair Jody Emra asked if the Housing Action Plan will blow up the population?

Planning Commission Member Larry Kulesza stated if there is an increase in density it can result in overgrowth for Kettle Falls. The Singers II development has the potential to grow more than the projected numbers. There is room for 80 to 100 homes. The Commercial property of 9 acres can be multi use housing. People are concerned about over growth over the next 20 years.

Planning Commission Vice Chair Nick Gourlie stated he understands but that does not affect the passing of the Housing Action Plan.

Planning Commission Member Larry Kulesza stated he just wanted it in the records.

Planning Commission Chair Jody Emra stated the wording in the Housing Action Plan leaves the City in control.

Planning Commission Vice Chair Nick Gourlie stated the changes that have been made are good. Nick made a motion to recommend to the City Council the approval of the Housing Action Plan.  
Planning Commission Vice Chair Nick Gourlie – YES, Planning Commission Member Larry Kulesza – NO, Planning Commission Chair Jody Emra – YES.

Planning Commission Chair Jody Emra stated the motion is passed. Jody thanked Larry for adding in the Public Comments.

Planning Commission Member Larry Kulesza stated he just wants to have answers for people.

Planning Commission Chair Jody Emra stated the Housing Action Plan is not a catalyst for changes.

Planning Commission Vice Chair Nick Gourlie stated the Housing Action Plan is not policy changing.

Planning Commission Chair Jody Emra stated the group can accomplish more with the updated of Title 17. The Housing Action Plan is a planning tool. Nothing says anything HAS to be done.

## **OLD BUSINESS**

### **HOMEWORK**

The group received documents submitted by Terry Lee. The Planning Commission will review and make a recommendation to City Council at the next meeting.

Planning Commission Vice Chair Nick Gourlie stated the RCO Grant has not responded. The application for the grant is due July 31. No updates have been received.

Clerk/Treasurer Raena Hallam stated the Kubota Tractor Grant projects could be included Happy Dell Park and that can be included in the RCO grant.

Planning Commission Member Larry Kulesza asked if lights could be included?

Clerk/Treasurer Raena Hallam stated they are on the to do list.

Planning Commission Member Larry Kulesza stated we have a list of to dos in the Parks Plan.

Planning Commission Vice Chair Nick Gourlie asked if SCJ had completed the formatting of the Parks Plan?

Mrs. Alicia Ayars stated “yes” SCJ has completed the formatting of the Parks Plan.

Clerk/Treasurer Raena Hallam stated for the next meeting, the Shoreline Masterplan and Terry Lee and a long list of to dos are pending. Need to make a priority list.

Planning Commission Vice Chair Nick Gourlie stated the group has a lot of stuff to do.

Planning Commission Member Larry Kulesza stated the completed Parks Plan will allow the City to apply for grants.

Planning Commission Vice Chair Nick Gourlie asked if they could use the draft Parks Plan for the grant?

Clerk/Treasurer Raena Hallam stated he would need to clarify it is a draft document and where we are in the process.

Planning Commission Member Larry Kulesza stated the action list is part of the update. The Parks plan is an element in the Comprehensive Plan.

Planning Commission Chair Jody Emra stated it's a path to back.

Planning Commission Member Larry Kulesza stated the Youth Baseball league would use the lights.

Planning Commission Chair Jody Emra asked if the new scoreboard was up yet?

Planning Commission Member Larry Kulesza stated yes and the conduit was connected.

Planning Commission Chair Jody Emra asked about the fencing?

Planning Commission Member Larry Kulesza stated the fence arrived July 11. It's in the storage area behind the state. The Youth Baseball league wants to have a workday and involve the kids.

Planning Commission Chair Jody Emra stated the kids will appreciate it more.

Planning Commission Member Larry Kulesza stated the league wants to have tournaments in Kettle Falls. How do they reserve the park? They are looking at August 12<sup>th</sup>. Paul will reserve the dates.

Planning Commission Vice Chair Nick Gourlie asked if the lighting was with Halogen lights? Nick said Avista can help with upgrades if needed.

Planning Commission Member Larry Kulesza asked how they would qualify? He said he can get a quote from Floener.

Planning Commission Chair Jody Emra stated they need to get the Parks Plan done so they can apply for grants.

Clerk/Treasurer Raena Hallam stated Mr. Edwards has applied for a lot line adjustment. It will be emailed to everyone for review. He wants to combine the 2 lots behind them.

Planning Commission Member Larry Kulesza stated he would like to put Panorama RV Park on the next agenda. They can update the owners at the next meeting.

Planning Commission Chair Jody Emra stated they need to get that one done.

Planning Commission Member Larry Kulesza stated he will have a finding of fact ready. There will be sign offs from the Public Works Department, the Police Department, the Fire Department and the Planning Commission.

Planning Commission Chair Jody Emra stated it needs to be taken care of before the sale.

Planning Commission Member Larry Kulesza stated there is a safety aspect regarding only one entrance/exit. Documents were shared for the next meeting. Larry also stated the Bylaws need to be updated regarding the Terms of Service. Also need to correct the rotation of terms. Need to Clarify ending dates. Also need to prioritize agenda items.

Planning Commission Vice Chair Nick Gourlie asked about open stuff? Do we send what we have?

Clerk/Treasurer Raena Hallam stated it can be sent tomorrow.

Planning Commission Member Larry Kulesza stated there is still Mr. Geisler and his request for a duplex. The Terry Lee documents are homework. If there is something new he can be moved down the list.

Clerk/Treasurer Raena Hallam stated the issue is the agenda is full. He can have 5 minutes or move to a future meeting. She will call him.

Mayor Jesse Garrett thanked the Planning Commission member for all their hard work and input.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Planning Commission Chair Jody Emra adjourned the meeting at 8:00 p.m.

Approved:

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Jody Emra, Chairperson

Attest:

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Kathi Merrill, Secretary/Clerk